



The Office of Management, Budget and Administration (OMBA) functions as the operations arm of IDEM, providing support through business services, fiscal and accounting and human resources.

Business Services

IDEM's Business Services Office continuously strives to achieve efficiencies, cost savings and improved customer service in IDEM's contracting, purchasing and information technology. During a recent contract negotiation, acting in partnership with the Family and Social Services Administration, Business Services renegotiated a contract for leased office space to create a savings of more than \$1 million.

Efficiencies gained through improvements in technology are also important to Business Services.

For example, manually entering and verifying employee time sheets used to take at least two or more days to complete. Locating a single record meant searching through hundreds of files and thousands of sheets of paper. Today,

with electronic submittal on the Attendance and Coding System, the records database is easily searchable and the entire filing process can be completed within one day, saving incredible amounts of staff time and paperwork.

Fiscal and Accounting

OMBA implemented a new automated financial management system called PeopleSoft® to more efficiently run the fiscal and accounting office. The system replaces a manual accounting system and greatly reduces the amount of time and paperwork needed to complete several accounting functions. PeopleSoft® enables fiscal and accounting to create up-to-the-minute financial reports.

Total IDEM Employment



www.state.in.us/idem/omba/hr/index.html

Human Resources

The Human Resources Management Office strives to attract and retain high-caliber employees and to provide continuing education and professional development opportunities. To continuously improve IDEM's work environment, Human Resources has developed some employee friendly benefits such as:

A Non-standard Work Schedule – a business-driven, flexible work schedule that allows management to adjust field staff work schedules.

A Comprehensive Employee Training Guide – an agency training guide organized by job classification that allows employees and managers to determine professional development training needs and chart a course for employees' development.

An Enhanced Employee Orientation for New Employees – a more extensive, phased orientation program, including frequently asked questions, agency overview, policies/procedures, employee benefits, recycling/source reduction and pollution prevention.

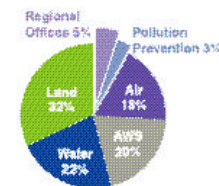
Recruiting Methods – new recruiting strategies, using tools such as the Internet, collaborating with other state agencies and routinely networking with technical and vocational institutions.

Involvement in Community Service – Annually, IDEM participates in the state's Hoosiers Helping Hoosiers holiday food drive. IDEM showed its generosity by donating one of the largest amounts of foodstuff and toiletries among all state agencies.



Additionally, several IDEM employees participated in the State Employee Community Service Program. This program provides state employees one day's leave with pay from their regularly assigned duties to voluntarily extend a helping hand to a nonprofit organization.

Staffing Levels by Department



Agency-Wide Services (AWS) include the Office of the Commissioner, Management Budget and Administration, Public Policy and Planning, Legal Counsel and Enforcement.